**AEW Asia Pte Ltd**

**Portfolio Accountant**

**Key Responsibilities**

The role requires the person to be responsible for fund accounting and reporting of a newly set up Fund that covers investment in Hong Kong, Singapore, Shanghai, Sydney and Seoul. He or she will report to the Assistant Director/Fund Controller.

**Accounting** & **Financial Reporting**

* Prepare monthly accounting entries for individual Fund and SPV entities within the structure of an unlisted real estate fund or investment platform (account); generate management and statutory accounts for such entities
* Coordinate with local PropCo accounting service providers/JV partners and review monthly accounting data for local PropCo to ensure proper accounting treatment and readiness for consolidation
* Prepare financial statements in accordance with the appropriate accounting/financial reporting basis
* Responsible for annual group audit for Fund and SPV entities
* Prepare periodic and bespoke investor reports in association with Investment team
* Prepare individual and consolidated annual budget and forecast
* Compute investment manager’s fees including carried interest/performance fee
* Prepare performance analysis and calculations of key performance return metrics
* Prepare periodic and ad-hoc analytical reports for the client as needed
* Liaise with local accounting service providers, financiers etc. where needed to assist in the transaction processes related to acquisition and/or disposal of real estate/investment holding companies

**Cash Management/Treasury**

* Manage processes for opening, operation and closure of bank accounts
* Monitor cash balance regularly and manage cash needs of various entities within investment structure, process transactions related to capital calls, distributions, expenses and inter-company transfers
* Manage AP process and effect payments/disbursements

**Company Secretarial**

* Liaise with company secretary/fund administrator on corporate secretarial and administration matters for proper maintenance of all legal entities and documentation of transactions e.g. board/shareholders’ resolutions, shareholders’ loan agreements, promissory notes etc
* Liaise with company secretary/legal counsel on financial matters related to initial set-up and liquidation of entities e.g. capital requirements, tax clearance

**Structuring and Tax Compliance**

* Assist with tax planning, structuring and compliance

**General**

* Liaise and coordinate with external parties and advisors as needed, e.g. auditors, lawyers, tax agents etc
* Support and participate in various ad hoc projects for business line overall as needed

**Skills** & **Knowledge**

* Undergraduate degree in Accounting, Finance or similar concentration
* At least 7-9 years accounting and finance experience (2-3 years in Big-Four and 5-6 years Commercial-Real Estate PE)
* Professional accounting qualification e.g. CPA/CA/ACCA
* Real estate industry exposure and experience with private equity real estate funds preferred
* Strong working knowledge of IFRS, knowledge of other GAAPs a plus
* Exposure to treasury, tax (exposure in Australia tax and setting up Australia trust structure is plus) and compliance issues and practice
* Strong MS Office skills – Excel, Word, PowerPoint, Outlook, Publisher
* Hands-on experience with GL accounting and financial consolidation software (e.g. Yardi Voyager)
* Strong command of written and spoken English
* Fluency in Mandarin or other Asian languages a plus

**Personal Attributes**

* Solid written and verbal communication skills
* Strong work ethics with client service mindset
* Solid analytical and problem-solving skills
* Detail oriented and able to produce high-quality work product
* Able to juggle multiple projects simultaneously
* Self-starter who is able to prioritize assignments and meet deadlines
* Positive and team-player attitude